Farm to School Grant Program: Grantee Onboarding Checklist Fiscal Year 2027

Checklist
This checklist is designed to help Fiscal Year (FY) 2027 Farm to School Grant recipients navigate the onboarding process. It serves as a quick reference for grantees on the steps you must take. For more detailed instructions, please refer to the training materials and additional resources that have been provided. Please share this checklist with your grant project management team. Note that these grants are referred to as FY 2027 since they were awarded within the 2027 federal FY (started in October 2026), even though this is the third cohort of grantees awarded from the 2026 Request for Applications.

Order of Tasks	Tasks
☐ **Step 1**	**Review Terms and Conditions:** As a new grantee, it is important that you closely review all terms and conditions of the grant and relevant regulations: ☐ **FNA award terms and conditions** are included as an attachment in the award package email from the Grant Officer. ☐ The **USDA general terms and conditions** are available on the USDA website. ☐ Regulations within 2 CFR 200.
☐ **Step 2**	**Sign and Return FNS-529 Form:** Review, sign, scan, and return FNS-529 to your Grant Officer via email. The FNS-529 form is included in your award package email from the Grant Officer. You must sign the FNS-529 in ink. Send the completed ASAP Information Request Form (see Step 3 below), along with your FNS-529.
☐ **Step 3**	**Enroll and Define Account in ASAP:** Automated Standard Application for Payments (ASAP) is the system used for withdrawing Farm to School Grant funds. You have **45 days** from receipt of your enrollment email from the U.S Department of the Treasury to enroll, define your officials, and enter banking information. The Farm to School Grant Program's ASAP Information Page includes detailed instructions and support information.

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Order of Tasks	Tasks
	☐ Look for the ASAP Information Request Form provided by your Grant Officer in the award package email. ☐ Provide an ASAP point of contact by submitting the completed ASAP Information Request Form to the Grant Officer via email, along with the completed FNS-529 (from Step 2 above). ☐ Receive email from the U.S. Department of the Treasury when ASAP enrollment is initiated. This enrollment email should come from a fiscal.treasury.gov email address. ☐ Ensure your grant project management team's ASAP point of contact verifies their identity with ID.me and links account to ASAP. ☐ Ensure your team's ASAP point of contact logs into ASAP and completes the following actions **within 45 days**: verify access, add user roles, approve officials, and define banking information. ☐ Confirm your grant project management team can now access ASAP at: asap.gov.
☐ **Step 4**	**Submit Contact Information:** Provide the following key points of contact for your grant project management team by **November 20** using the Contacts Collection page. Include first and last name, phone number, and email address for each role identified below. The same person can be listed under multiple roles, but one person should not be listed for all four roles. ☐ Project Manager ☐ Backup Contact ☐ Financial Report Contact ☐ Progress Report Contact
☐ **Step 5**	**Enroll in Food Programs Reporting System (FPRS):** All financial reports must be submitted in FPRS. The Farm to School Grant Program's FPRS Information Page includes instructions and support information. To begin enrollment in FPRS, the person who will submit financial reports must complete the following: ☐ Create a verified identity with Login.gov by going to the FPRS Login page and following the instructions provided. Use the same email address that will be used for the FPRS account. ☐ Complete the FNS-674 form once you receive instructions and the form from your Grant Officer. ☐ Submit the completed FNS-674 to your Grant Officer. ☐ Receive email granting access to FPRS.

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☐ **Step 6**	**Attend "Growing Your Farm to School Project – Getting Your Ducks in a Row" Webinar:** Plan to have at least one representative from your grant project management team attend this webinar, which will be held live **November 5, 2026, from 12:00pm–2:00pm ET**. You will learn what support resources are available, how to complete grant setup steps, and about the upcoming trainings to help you get your project set up and ready for the period of performance. The webinar will be recorded, so it may be used as a reference or shared with others on your project management team who cannot attend the live webinar. ☐ Register for the "Getting Your Ducks in a Row" Webinar.
☐ **Step 7**	**Attend "Growing Your Farm to School Project – Sowing the Seeds" Virtual Event:** Plan to have at least one representative from your grant project management team attend this virtual onboarding event that provides training, networking, and support for FY 2027 Patrick Leahy Farm to School grantees. It will be held on **December 2, 2026, from 12:00pm–3:00pm ET**. This virtual event will be interactive and will use features such as polls, chat, Q&A, videos, breakout rooms, etc. Participants calling in from a mobile device may have limitations in accessing all features that are available through the web or desktop version on Microsoft Teams. ☐ Register for the "Sowing the Seeds" Virtual Event.
☐ **Step 8**	**Attend Financial Reporting Office Hours:** Your first financial report is due January 30, 2027. Your Grant Officer will host an optional Financial Reporting demo and office hours on **January 20, 2027, from 2:00pm–3:00pm ET.** You will learn how to submit a financial report in FPRS and have an opportunity to ask questions. While these are optional, we recommend the project team member responsible for submitting the financial reports attends. These meetings will not be recorded. ☐ Register for the Financial Reporting Office Hours.
☐ **Step 9**	**Update the start and end dates for your activities in your most recent Activities/Indicators Tracker table**. Submit your updated Activities/Indicators Tracker Table to the Farm to School Reporting Mailbox and your Farm to School Specialist's mailbox by **January 30, 2027**. Please note this item only applies to date changes in your Activities/Indicators Tracker table. Additional revisions beyond adjustments to dates may require pre-approval.

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Support

- Resources for Current Grantees webpage
- Farm to School Specialist Contact Information
- Grant Officer: anna.arrowsmith@usda.gov
- Farm to School Mailbox: SM.FN.FarmtoSchool@usda.gov
- Farm to School Reporting Mailbox: SM.FN.FarmSchRprt@usda.gov

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